

# Air Force Security Assistance C

*Developing, Fielding, and Sustaining Allied and Coalition Partn*

**Worldwide**

## Warehouse Redistribution Services

**(WWRS) Step-by-  
Step**

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DSN 787-3288

Email:[afsac.wwrspmo@wpafb.af](mailto:afsac.wwrspmo@wpafb.af).



**U.S. AIR FORCE**

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*Integrity - Service - Excellence*



# Steps to Become a Seller



AFSAC

## Step one: Establish Account

- Request WWRS Q-Case
  - Recommended case value is 10% of materiel value to be transferred
  - Terms of Sale: Cash with Acceptance, Balance as Billed
    - Cash with Acceptance: Initial deposit of 5% of line value, plus half of administrative surcharge (1.25%)
    - Balance as Billed: Subsequent funds will be billed as actual redistribution occurs



# Steps to Become a Seller



AFSAC

## Step two: Establish Sales Criteria

- **Appoint a WWRS Point of Contact (POC) and Alternate**
  - **Requests an AFSAC Online user name & password**
  - **Responsible for WWRS materiel movement**
  - **Inventory updates and materiel queries**
  - **Establishes lowest order value**
  - **Establishes automatic price adjustment authority for seller selection**
  - **Receives Monthly Activity Reports**



# Steps to Become a Seller



**AFSAC**

## Step three: Determine Eligible Materiel

- **Inventory Excess Serviceable Materiel which is:**
  - **Fully Functioning, Non-Significant Military Equipment**
  - **USAF, USA, NAVY, or DLA Managed**
  - **Purchased under Arms Export Control Act (AECA)**
  - **Unclassified**
  - **Non-Explosive**
  - **Non-Ozone Depleting Chemicals**



# Steps to Become a Seller



AFSAC

## Step four: List Materiel

- Load Inventory (AFSAC Online or disc to PMO):
  - Three formats exist for listing the different categories of items
    - NSN info only
    - NSN and part number info
    - Part number, noun, and CAGE info
  - Format in WWRS Customer Handbook, Section III
  - Updates must be performed using same format



# Steps to Become a Seller



## Step Five: Sale Materiel

- **Receive Redistribution Order Notices**
  - **Verify materiel availability and provide time to ship**
  - **Receive notice to ship materiel**
  - **Ship materiel to WWRS In-transit Inspection Point**
  - **Receive Inspection Results (negatives only)**
  - **Receives Activity Reports**
  - **Receive Financial Reports**



# Steps to Become a Seller



## Step six: Receive Proceeds

- At month end an invoice is created for WWRS shipments
- The seller's materiel value is collected from the buyer and deposited into a clearing account
- Funds from the clearing account are segregated by seller and deposited into the seller's WWRS cash holding trust fund account (CC-Q-6QX)
- The Seller is charged the WWRS fee associated with materiel shipped during the month against their WWRS (CC-D-QXX) case.



# Steps to Become a Seller



AFSAC

## Step six: Receive Proceeds (Continued)

- Funds are transferred from CC-Q-6QX (deposited as though the seller made a scheduled payment) to cover fees against CC-D-QXX
- Funds remaining are available for withdrawal and/or transfer to another FMS cash case



# Comments



AFSAC

- **The steps 1 - 5 can be worked concurrently**
- **Seller selection - matching of buyers with sellers cannot occur until a case is signed, materiel is listed and a point of contact identified.**
- **WWRS Website is**  
**<https://afsac.wpafb.af.mil/wwrs>**
- **WWRS email is**  
**afsac.wwrspmo@wpafb.af.mil**